

# **The Massachusetts Economic Development Incentive Program**

## **APPLICATION FOR DESIGNATION OF ECONOMIC OPPORTUNITY AREA(S)**

### **PART A: Applicant Information**

**1. Please check one:**

\_\_\_ This is an application for designation of a new EOA within a previously approved ETA.

\_\_\_ This is a request to amend an EOA previously approved by the EACC.

**2. Community submitting this application:**

**Name of proposed EOA(s):**

### **PART B: MANDATORY REQUIREMENTS FOR THE PROPOSED EOA**

**1. Location of Proposed EOA(s):**

Provide a detailed map of each proposed EOA, indicating the existing streets, highways, waterways, natural boundaries, and other physical features, along with a legally binding written description of the EOA boundaries (with parcel numbers if appropriate). If the written description is longer than one paragraph, please submit on 3 1/2" computer disk.

**2. Description of EOA(s):**

Describe why each proposed EOA was chosen for designation. Include a brief, descriptive narrative of each area which helps to explain the particular situations, issues, or reasons why EOA designation is requested.

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- 3. Basis for EOA Designation:** Check the applicable category or categories (see definitions in attachment at back of application) for each proposed EOA:

\_\_\_\_\_ The area proposed for designation as an EOA is a "blighted open area."

\_\_\_\_\_ The area proposed for designation as an EOA is a "decadent area."

\_\_\_\_\_ The area proposed for designation as an EOA is a "substandard area."

\_\_\_\_\_ The area proposed for designation as an EOA has experienced a plant closing or permanent layoffs resulting in a cumulative job loss of 2,000 or more full-time employees within the four years prior to the date of filing this application.

- 4. Effective Time Period for EOA Designation:** How long do you propose to maintain the EOA designation? The EOA designation may remain in effect for a minimum of five (5) years and a maximum of twenty (20) years.

- 5. Local Criteria for Designation of EOAs:** Describe how each proposed EOA meets your criteria for designation of EOAs, as specified in your application for designation of the ETA.

- 6. Economic Development Goals:** Describe the economic development goals for each proposed EOA during the first five years of EOA designation.

7. **Local Services:** Describe the manner and extent to which the municipality intends to provide for an increase in the efficiency of the delivery of local services within the proposed EOA(s) (i.e. streamlining permit application and approval procedures, increasing the level of services to meet new demand, changing management structure for service delivery).

8. **Compliance with Community Reinvestment Act:** Include a copy of a municipal plan or policy, if any exists, which links the municipality's choice of banking institutions to the bank's compliance with the requirements of the Community Reinvestment Act.

9. **Project Approval:**

(a) Identify the municipal official or group/board which shall be authorized to review project proposals for and on behalf of the municipality.

(b) Indicate the standards and procedures for review of project proposals, including the application procedures, the timeframe for review and determination, and the criteria and process for approval of project proposals. **If you intend to use supplemental application material (i.e. municipal cover letter with instructions, job commitment signoff sheet, supplemental questions to be required by the municipality, etc.), it must be mentioned here and must be approved by the Economic Assistance Coordinating Council (EACC). Please attach (if appropriate).**

**10. Intent of Businesses to Locate in EOA:**

Identify the names and the nature of businesses, if any, that have indicated an intention to locate or expand in the proposed EOA(s). If possible, include letters of intent from the businesses, outlining the number of jobs that would likely be created and providing a timetable for development of the projects.

## **PART C: SPECIAL REQUIREMENTS FOR LARGE MUNICIPALITIES**

This section must be completed by any municipality or member of a regional ETA with a population that exceeds fifty thousand (50,000) people. The population threshold should be calculated based on the most recent statistics available from the U.S. Bureau of the Census.

### **1. Permit Streamlining:**

(a) List each officer, board, commission or other decision-making authority in the municipality that issues permits, approvals, and licenses and indicate the type of permit, approval or license issued by each authority.

(b) Provide a proposal and plan to streamline the municipality's permit, approval and license procedures. The plan should reduce the number of steps required to obtain approvals for new development. For example, the municipality could combine two separate application forms into one form, provide for joint review by two or more decision making authorities, and set firm deadlines for final decisions on permits, approvals, or licenses.

If the municipality has already implemented a plan to streamline the permit and approval process, describe that plan, indicating the strengths and weaknesses of the plan and provide a revised plan to improve upon the weaknesses.

**2. Municipal Services in Proposed EOAs:**

(a) Provide an analysis of the existing infrastructure support and municipal services, including transportation access, water and sewer hook-ups, lighting, and fire and police protection to and for certified projects within the proposed EOA(s). Indicate if the existing level of services and infrastructure is adequate to support the anticipated development in the proposed EOA(s).

(b) Provide a proposal for meeting additional demand for municipal services and infrastructure improvement, including costs and funding sources available for these improvements.

**3. Job Training Programs:**

Describe the municipality's plans to secure access to publicly or privately sponsored training programs for employees of certified projects and for residents of the municipality/ETA.

**4. Local Community Involvement:**

Describe the municipality's plans to increase the level of private sector involvement and the level of involvement by community development organizations in the economic revitalization of the area proposed for designation. For example, local involvement could include commitments from private persons to provide jobs and job training to residents or to employees who for certified projects in the proposed EOA(s).

#### **PART D: COMMITMENT TO PROVIDE LOCAL PROPERTY TAX RELIEF**

The municipality completing this application must provide a **binding written offer** to provide either tax increment financing or a special tax assessment to each certified project located within the proposed EOA(s).

Please attach a copy of the municipality's binding written offer.

- In cities, this shall be in the form of a City Council Order or Resolution, along with a Certified Vote by the City Clerk.
- In towns with Town Meeting form of government, this shall be in the form of a Town Meeting Motion, along with a Certified Vote by the Town Clerk.
- In towns with Town Council form of government, this shall be in the form of a Town Council Order or Resolution, along with a Certified Vote by the Town Clerk.

# The Massachusetts Economic Development Incentive Program

## CERTIFIED PROJECT APPLICATION

### APPLICANT INFORMATION

1. **Name and address of business(es) submitting this application** (please list fiscal year end for each business):
  
  
  
  
  
  
  
  
  
  
2. **Name and address of project** (if different from above):
  
  
  
  
  
  
  
  
  
  
3. **Location of ETA:**
  
  
  
  
  
  
  
  
  
  
4. **Location of EOA:**
  
  
  
  
  
  
  
  
  
  
5. **Authorization:** I/We, (print)\_\_\_\_\_, of the business(es) applying for Certified Project designation, hereby certify that the information within this application is true and accurate, and reflects the project's intentions for job creation and investment. I/We understand that the information provided within this application shall be binding for the duration of the project certification.

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(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

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(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

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(Additional Signatures, if necessary) \_\_\_\_\_ (Date) \_\_\_\_\_



## **Certified Project Application - Page 2**

**6. Nature and Purpose of Project:** Describe briefly the nature and history of the business as well as the specific expansion/growth/relocation plans: the level of new investment (with a breakdown of type of expense: construction, renovation, acquisition of equipment, etc.) and employment levels - both current and projected. Provide time frames for both the projected total investment and job creation. As part of this narrative, please explain why the business is seeking Certified Project designation.

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7. Is this business new to Massachusetts? ☐ Yes ☐ No

If no:

- Where are the existing Massachusetts facilities?
  
  
  
- Will this project require/trigger the closing or consolidation of any Massachusetts facilities? If yes, please explain.

8. Is this project an expansion of an existing business? ☐ Yes ☐ No

If yes, check the appropriate box:

- ☐ at existing location
- ☐ at new location in same municipality
- ☐ at new location in different municipality

9. **Job Creation**

In order to qualify for Certified Project status, the governing statute and regulations require the creation of net, new, permanent full-time employees in Massachusetts. On the chart provided (see next page), please fill in the blanks provided.

## Certified Project Application - Page 4

- 10. Certification for Abandoned Buildings** - Does the proposed project involve the renovation and reuse of an abandoned building? ☐ Yes ☐ No ☐ Unsure

If yes or unsure, please answer the following questions:

- (a) How long has the building been vacant? (If known, state date)
- (b) During this period of time, what percentage of the building was vacant and unused? If the percentage varied during this time period, provide information for each change in the percent of vacant space and the applicable time period.

- 11. Local Employment** - What actions will you take to recruit employees from among residents of the ETA?

Provide any information, documentation, or studies which demonstrate that:

- (a) the business has the intention and capacity to achieve the anticipated level of new permanent full-time jobs for residents of the municipality/Economic Target Area; and
- (b) taking into consideration existing economic conditions, the proposed project is likely to succeed in creating and retaining the anticipated level of new permanent full-time jobs for residents of the municipality/Economic Target Area.

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- 12. Affirmative Action** - Does the business have an Affirmative Action/Equal Employment Opportunity Plan or Statement? ☐ Yes ☐ No

If yes, please attach a copy.

If no, describe the business' hiring policies and practices.

- 13. Agreement Between the Business and Area Banks** - Describe briefly the business' local banking relationship(s), if any. Does the institution with which the business banks participate in the Massachusetts Capital Access Program, which is designed to commit a portion of the business' deposits to fund loans to local businesses?

- 14. Economic Benefits of Project Certification** - Provide a description of the economic benefits that are anticipated for the business and the project, if the project is certified. For example, describe anticipated state and local tax benefits, municipal road or infrastructure improvements, assistance from local job training programs, the impact of local permit streamlining and other benefits anticipated if the project is certified. Also, provide any information, documentation or studies demonstrating any additional benefits (i.e. reduction of blight, reuse of abandoned buildings, clean up of contaminated property, job training, provision of day care, any contributions to the community, etc.) likely to accrue to the area as a result of Certified Project designation.

## SPECIAL REQUIREMENTS FOR REAL ESTATE PROJECTS

1. Will the business own or lease/rent the facility? ☐ Own ☐ Lease/Rent

If leasing/renting, please identify the developer/landlord, and state who will be the taxpayer of record for the purpose of paying local real estate taxes.

If owning, will the business fully occupy the space? ☐ Yes ☐ No

If no, does the business intend to lease/rent the remaining space?

2. Describe how the various tax benefits and other economic incentives that will result from Certified Project designation will be allocated among the business(es) developing the project (i.e. a developer or landlord) and the business(es) intending to purchase, lease or rent space at the facility (i.e. tenant or tenants).

## SUPPLEMENTAL INFORMATION

1. **Name(s) of the business(es) intending to take advantage of the state tax incentives**

**Business Name :** \_\_\_\_\_

Federal Employer Identification #: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Organization (check that which applies):

- ☐ Corporation: ☐ For profit; ☐ S Corp.; ☐ Non-profit  
☐ Business Trust  
☐ Partnership: ☐ General Partnership; ☐ Limited Partnership  
☐ Individual

Level of Interest: ☐ 5% Investment Tax Credit  
☐ 10% Abandoned Building Tax Deduction (if applicable)  
☐ Local real estate tax incentive beneficiary

**2nd Business Name** (if applicable): \_\_\_\_\_

Federal Employer Identification #: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Organization (check that which applies):

- ☐ Corporation    ☐ For profit; ☐ S Corp.; ☐ Non-profit  
☐ Business Trust  
☐ Partnership    ☐ General Partnership;    ☐ Limited Partnership  
☐ Individual

Level of Interest:                      ☐ 5% Investment Tax Credit  
   ☐ 10% Abandoned Building Tax Deduction (if applicable)  
   ☐ Local real estate tax incentive beneficiary

**\*\*\* If there are more than two businesses intending to take advantage of the state tax incentives associated with this project, please provide the above information for all such businesses.**

**2.     A -** If a corporation, please list the names and addresses of the officers and directors of said corporation, and any person and/or corporation with a financial interest of five percent or greater in said corporation.

**B -** If a partnership, please list the names and addresses of all partners, and include the proportionate share owned by each partner.

**C -** If a business trust, please name all members and beneficiaries of said trust.

**3.     Please provide the name, address, phone number and contact person for any organizations which may own or control the applicant organization, or who are affiliated with the applicant business organization.**

**4.     Certificate of Good Standing -** Please provide proof of good tax standing in the Commonwealth of Massachusetts via a Certificate of Good Standing, which is a letter issued by the Massachusetts Department of Revenue. To obtain a copy of a Certificate of Good Standing, please see Attachment I of this application.

**ATTACHMENT**

## **DEFINITIONS, as specified in 402 CMR 2.03:**

**Blighted Open Area** - a predominantly open area which is detrimental to the safety, health, welfare or sound growth of a community and which is predominantly open because it is unduly costly to develop it soundly through the ordinary operations of private enterprise. Factors which might make an area unduly expensive to develop include, but are not limited to, existence of hazardous materials or other contaminants; existence of ledge, rock, unsuitable soil, or other physical conditions; need for unduly expensive excavation, fill or grading; need for unduly expensive foundations or retaining walls, need for unduly expensive waterproofing, drainage or flood prevention measures; need for unduly expensive measures to protect adjacent areas and the water tables therein; need for unduly expensive measures incident to building around or over rights-of-way through the area; existence of obsolete, inappropriate or otherwise faulty platting or subdividing; deterioration of site improvements or facilities; division of the area rights-of-way; diversity of ownership; inadequate transportation facilities; inadequate utility systems; tax and special assessment delinquencies; a substantial change in business or economic conditions or practices; an abandonment or cessation of work begun on improvements; any combination of the above; or any other condition or conditions which are detrimental to the safety, health, or sound growth of a community.

**Decadent Area** - an area which is detrimental to safety, health, welfare or sound growth of a community because of the existence of buildings which are out of repair, physically deteriorated, unfit for human habitation, obsolete, or in need of major maintenance or repair; or because much of the real estate in recent years has been sold or taken for non-payment of taxes or upon foreclosure of mortgages; or because buildings have been torn down and not replaced and in which under existing conditions it is improbable that the buildings will be replaced; or because of a substantial change in business or economic conditions; or because of inadequate light, air, or open space; or because of excessive land coverage; or because diversity of ownership, irregular lot sizes, or obsolete street patterns make it improbable that the area will be redeveloped by the ordinary operations of private enterprise; or by reason of any combination of the foregoing conditions.

**Substandard Area** - an area wherein dwellings predominate which, by reason of dilapidation, overcrowding, faulty arrangement or design, lack of ventilation, light, or sanitation facilities, or any combination of these factors, are detrimental to safety, health, welfare or sound growth of a community.